

Tips for using fonts in PowerPoint files

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Tips for using fonts in PowerPoint

1. Contrast between font and background
2. Use the standard font
3. Consistency makes presentations more beautiful
4. Type of font
5. Do not use all capital letters
6. Use different fonts for headlines and bullet points
7. Avoid handwritten font styles
8. Limit the use of italics
9. To font with large sizes
10. Use the text blurring feature

1. Contrast between font and background

The first and most important thing about using fonts in a presentation is to ensure a sharp contrast between the font color on the slide and the slide background color.

Contrasting Text

- Sharp contrast =
Easy to read
- Poor contrast =
Hard to read

2. Use the standard font

Keep abreast of popular fonts for every computer. If using a cool font, but not installed on your computer, it will be replaced with another font and may distort your formatting on the slide.

Standard Fonts

- Times New Roman
- Garamond
- Verdana
- Tahoma

Choose the right font for the presentation. If your presentation is aimed at young children, use a font that looks fun and eye-catching. If the presentation needs solemnity, you should choose a simple font. However, if the selected font is not installed on the presentation computer, you need to make sure to embed the correct font in the article. Although this will increase the file size of the presentation, at least make sure it appears as intended.

3. Consistency makes presentations more beautiful

You should only use two or at most three fonts for the entire presentation. Use the master slide before entering text to set the selected font on the slide, helping to avoid changing individual slides.



4. Type of font

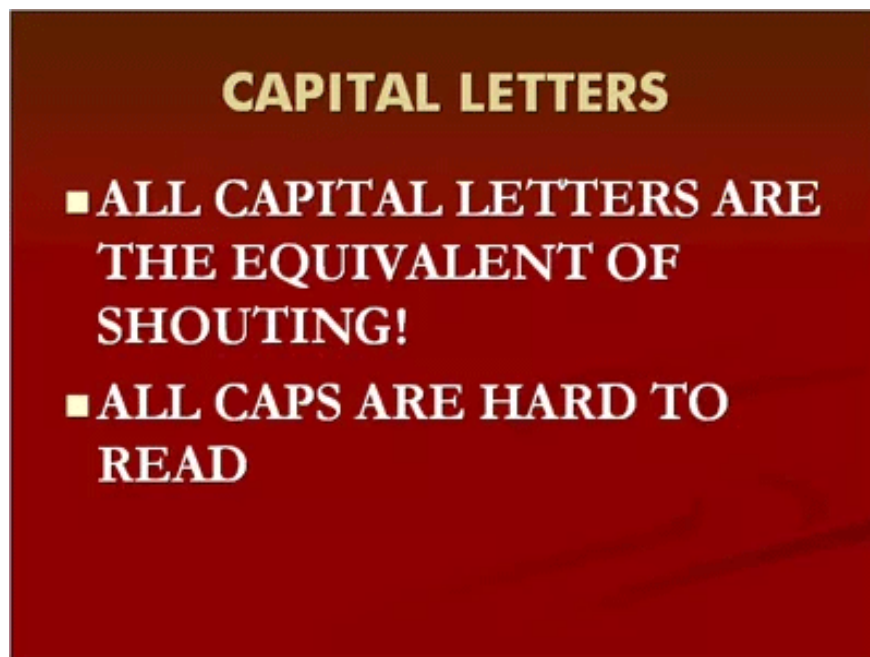
Serif is a font with a small tail attached to each word. Times New Roman is an example of this type of font. These fonts are the most readable on slides with lots of text, although there should be no text on slides when making a PowerPoint presentation. Newspapers and magazines use serif fonts for easy reading.



The Sans serif is a simple font that should be used for slide titles. Some types of Sans serif fonts are Arial, Tahoma and Verdana.

5. Do not use all capital letters

Avoid using all uppercase letters on the slide, even for headlines because it is difficult to read.



6. Use different fonts for headlines and bullet points

Choose different fonts for headlines and bullet points to make text slides more interesting. Bold text as needed for readability.




Titles and Bullets

- Different fonts for titles and bullets
- Easy to differentiate between titles and topic points

7. Avoid handwritten font styles

Avoid font styles like handwriting because these fonts are hard to read. In the dark room and especially when sitting at the end of the room, the audience could hardly read the words.



Script Fonts

- *Avoid Script types of fonts*
- *They are difficult to read, especially at the back of the room*

8. Limit the use of italics

Avoid using italic text unless absolutely necessary and then make sure to highlight it to emphasize it. Italics also cause the same problem as handwriting fonts, making it difficult for the audience to read the text on the slide.



9. To font with large sizes

Do not use fonts smaller than 18pt, preferably 24pt as the minimum font. Larger fonts not only fill the slide, leave little space, but also limit text on them. Too many words on the slide show you're new to the presentation.

Font Point Size

- Minimum font size = 18 points
- Preferable font size = 24 points
- Larger font size = Good Practice = Less text on screen

Note: Not all font sizes are the same. The 24pt font is a good fit for Arial but small for Times New Roman.

10. Use the text blurring feature

Dimming Text

- Dimmed text
- Dimmed text
- Current topic text on screen

Use the text blurring feature for bullet points. This helps the audience to focus on the issues currently presenting.

I wish you successful implementation!

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